



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

FROM:

James T. Campbell
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ROSITA O. PARKES

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SUBJECT:

Assessment of Change Management Needs for the
I-MANAGE STARS Implementation

The Integrated Management Navigation System (I-MANAGE) program is quickly approaching the Department-wide implementation of the new Standard Accounting and Reporting System (STARS). As you know, STARS is the financial backbone of the I-MANAGE program and will provide general ledger, accounts receivable, accounts payable, purchasing (for funds control purposes), fixed asset accounting and reporting in accordance with the U. S. Standard General Ledger. The move to STARS will bring many business process re-engineering improvements as well as a need for general systems training. The I-MANAGE Implementation Team will perform an analysis of the impact to our various offices in order to facilitate a smooth transition to these new processes. The Implementation Team Lead from Team IBM, Mary Jo Beckett, will conduct this assessment of the issues faced by the Department and devise communication and training strategies to address these concerns.

Ms. Beckett will be contacting you to schedule an interview about the changes that STARS will bring about and how to best position your organization to respond to these changes. Your participation in these interviews is the most efficient way to ensure that the needs and concerns of your office are addressed. Additional individuals will be identified during these selected interviews to expand our list of STARS stakeholders. Additionally, these interviews will ensure that the communications and training to various stakeholder groups within the Department of Energy will be pertinent and timely. Please assist the STARS Project Team in collecting this data as it will become the baseline for managing STARS related changes across the Department.

Thank you in advance for your cooperation and participation. If you have any questions, please contact me at 202-586-4171.

cc:

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